



Metropolitan Nashville Planning Department

Metro Office Building
 800 2nd Avenue South
 Nashville, TN 37219
www.nashville.gov/mpc

Voice: 615/862-7190
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planningstaff@nashville.gov

Pre-Application Meeting Request

Pre application Conference: A pre-application conference is not required, but strongly encouraged. The pre application process is intended for staff to provide general feedback on your project and advise you on the process. It is not a full review of your project. The project will be reviewed at a high level. Granular review only occurs after applications are submitted. Questions concerning permitting processes should be directed to the Metro Codes Department.

To request a preapplication review, complete the form below AND attach the necessary information. Send by email to the Planning Department Front Counter at planningstaff@nashville.gov. you may also submit the form and associated materials to the Planning Department Front Counter located in the Development Services Center, 1st Floor of the Metro Office Building, 800 2nd Avenue South. Please use a separate form for each site or project.

Specific Plans and Concept Subdivision plans should all include a visual graphic of the proposal. Only straight rezonings do not require a plan attached to the application.

Meetings are scheduled on a first come, first served basis. Due to the volume of requests, meeting dates are highly unlikely to be available immediately. It is advisable that applications be submitted at least four weeks in advance of when you would like to receive feedback.

CONTACT INFORMATION (primary contact for all questions and meeting scheduling)

Applicant's Name: _____ **Company Name:** _____

Phone: () _____ business home cell **Email:** _____

Architect Engineer Optionee Property Owner Purchaser of property Lessor Other

SUBJECT OF MEETING (check all that apply)

Rezoning SP (new) Amend SP Final SP Subdivision PUD Plan Amendment Other

SITE LAYOUT/CONCEPT: Attach a concept or sketch illustrating the proposed development. (Please note: Meetings to discuss an SP or subdivision concept will not be scheduled until a conceptual site layout is provided.)

PROPERTY INFORMATION (list all properties to be discussed as a single project; attach separate list if necessary)

Parcel ID	Address	Current Zoning	CCM Policy	Supplemental Policy	Overlay Zoning	# of Acres

Description of Proposal:

Questions for Planning Staff:
